

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
May 20, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink (Entered @ 5:13)
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

A. CALL TO ORDER:

Thomas Galt called the meeting to order at 5:07 pm.

B. ROLL CALL AND QUORUM DETERMINATION:

Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:

Katrina Guitierrez motioned to approve the agenda, Jacquie Van Huss seconded, and the motion carried 7/0/0.

D. APPROVAL OF MINUTES 5/6/2020:

Bobby Hale motioned to approve the 5/6/20 meeting minutes, Richie Cline seconded, and the motion carried 7/0/0.

E. REPORTS:

(1) Director:

i. 2018 ICDBG – Cultural and Environmental Protection Center:

The director reported that 50% progress drawings were received on 5/8/20, and went out to staff for comments. Final comments and drawing markups were returned on 5/13/20, and a conference call was held on 5/14/20. PG&E requirements for the project are still unknown and a PG&E application is in progress.

ii. **2019 IHBG Competitive Funding - Infrastructure:**

The director reported that we recently received 60% progress drawings from the engineers last Friday, and specifications and an updated budget were provided on Monday. We are in the process of reviewing, and have a call scheduled for next Tuesday. The engineers also completed a utility connection drawing for all of the homes and submitted that to Travois last Thursday, which has been reviewed and accepted. The engineers are still working on value engineering the project to meet our identified budget. A preliminary geotechnical report was also provided on Monday. We have also continued to review the ponding basin, and storm drainage for the project.

iii. **Low-Income Housing Tax Credits (LIHTC):**

The director reported that 25% progress drawings were received on 5/7/20 and returned with comments on 5/14/20. We have not received any additional correspondence from the California Tax Credit Allocation Committee and are still anticipating their June 17th meeting for formal award. Consensus of BOC to add security doors on the units and director will follow up with Travois on recommend front type considering this addition.

iv. **32886 Road 222, North Fork, CA 93643:**

The director reported that the crew was finishing wiring on the secondary panel in the house today. PG&E is scheduled for disconnect tomorrow and scheduled to reconnect following panel upgrade and inspection on 6/3/20. The crew has been working on installing gas line under the house, and removing siding on the front of the house. Construction has been limited due to other ongoing projects.

v. **Mill Site Road:**

The director reported that paving was removed on May 6-7th. The Geotechnical engineer was out on 5/11/20 to review subgrade conditions, and we had the project engineer out on 5/18/20. The next phase will be installing water line which is outside of the tribe's contract and being funded by the North Fork Community Development Council. Slight delay due to rain over the past several days.

vi. **Caltrans ATP Technical Assistance, NIJC/UC Berkeley Active Transportation Needs Assessment:**

The director reported that he had a bi-weekly meeting this past Tuesday for Caltrans ATP Technical Assistance. The director also reported that he was recently contacted regarding an Active Transportation Needs Assessment that the Tribe had approved to receive last November. The Active Transportation Needs Assessment is being completed by UC Berkeley as part of a grant award that the National Indian Justice Center (NIJC) received in partnership with the Trinidad Rancheria for a Caltrans Sustainable Transportation Planning Grant. 12 Tribes are receiving this assistance statewide, and it will be designed to expand upon the past Tribal Transportation Safety Assessment that was completed in 2017 with an emphasis on pedestrian and bike (active) uses. UC Berkeley had intended to come out and do field evaluations, but due to COVID will be doing it on online utilizing google earth, street view and video. This assessment will be completed by August and will be beneficial toward to the ATP application which is now due September 15th.

(2) **Chairperson:**

(3) **Other:**

F. OLD BUSINESS:

G. EXECUTIVE SESSION:

Bobby Hale motioned to go into executive session at 5:20 pm, Richie Cline seconded, and the motion carried 8/0/0.

(1) **57128 Rd. 225 #A, North Fork, CA 93643:**

The director reported that an applicant has been selected from the two-bedroom waiting list and will be moving in on June 3rd. Applicant has cleared all required screenings.

(2) **Outdoor Maintenance & Rehabilitation:**

Tribal COVID-19 restrictions currently in place until May 31st. Outdoor rental unit maintenance and previously approved outdoor rehabilitation that does not involve contact with tenants or applicants will resume June 1st, unless otherwise advised. New rehabilitations and non-emergency maintenance to be further discussed at next meeting.

(3) **Late Fees:**

The director informed the BOC of a tenant request to waive late fees. The director reviewed HUD guidance and policy with the BOC. Bobby Hale motioned to waive late fees from March 27, 2020 – July 24, 2020, in accordance with HUD's Eviction Moratorium authorized under the CARES Act, Jacquie Van Huss seconded, and the motion carried 8/0/0.

(4) **HUD CARES Act Funding:**

i. **IHBG:**

The director reported that the BOC provided approval of the IHP via email and that Tribal Council also recently provided approval of the IHP. The IHP will be submitted to HUD as soon as the required Tribal Certification is signed. HUD has established a 15-day review period. Consensus of the BOC to utilize Operation and Maintenance funding included in the budget to offset losses in revenue toward regular maintenance costs.

ii. **ICDBG:**

The director reported that Tribal Council has approved for him to prepare an application for acquisition of rental housing in response to COVID-19 to reduce overcrowding and prevent homelessness. Guidance on this funding was released last Friday, and the application is due on June 1st at 12pm. This will be the directors top priority over the next week and a half.

(5) **32899 Wah Up Way, North Fork, CA 93643:**

As requested, the director presented a draft notice for approval. Consensus of the BOC to approve with recommended revisions.

Richie Cline motioned to come out of executive session at 5:52pm, Christopher Aguirre seconded, the motion carried 8/0/0.


H. NEXT MEETING:

June 3, 2020 at 5:00 pm via Zoom Meeting.

I. ADJOURNMENT:

Bobby Hale motioned to adjourn at 5:53 pm, Elaine Fink seconded, and the motion carried 8/0/0.

MINUTES TRANSCRIBED BY:

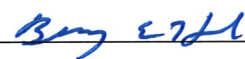

Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 3rd day of June 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 7 for, 0 against, and 0 abstaining.


Commissioner

6-3-2020
Date


Commissioner

6/3/2020
Date